

## Administrative Memo

**Date:** September 10, 2014  
**To:** Administrators, Teachers, and Education Stakeholders  
**From:** Michael Muenks, Coordinator of Assessment  
**Subject:** CCR-14-012 – Panel for SMARTER Achievement level setting

The Smarter Balanced Assessment Consortium is developing a common assessment system for mathematics and English language arts/literacy to ensure all students are prepared for college and/or career. An Online Panel is being formed to recommend appropriate Achievement Levels for the assessments. This means that interested persons will be able to see and work with actual test forms and items from the assessment.

Panel membership is open to:

- K-12 educators and administrators
- Higher education faculty
- Parents
- Other interested parties

Registration for the Online Panel is now open.

Panelists will:

- Recommend an achievement level score that determines how much students should know or be able to do in order to be considered proficient at the grade-level standards.
- Review actual test items as part of the activity, which will take about three hours to complete.

This is a unique and powerful opportunity to review test items, recommend proficiency scores, and help establish a consistent measure of student progress. Register now and make Missouri's voice heard at <http://smarterbalanced.measinc.com/EventCode/100614>. At the registration site, you will be asked to choose the content area (English language arts/literacy or mathematics) and the grade-level in which you want to participate. You will provide an email address, role, and demographic information. You will then be asked to verify your email and select a 2-day window for participation. **Registrations must be submitted online by September 19, 2014.**

Please contact the Assessment Section at [assessment@dese.mo.gov](mailto:assessment@dese.mo.gov) or (573) 751-3545 if you have any questions.